

DOC Internal Change Request

Instructions: This form is used for both enhancement requests and bugs/fixes. For bug/fix change requests, each field or section with an asterisk (*) is required, but not the other sections. For enhancement requests, ALL fields and sections are required. Similarly, on the signature page, the blocks with the asterisk (*) require signatures for ALL cases. The blocks without the asterisk (*) are only required for enhancement requests.

*Sequence Number:	ICR00004
*Type of Change Needed:	<input checked="" type="checkbox"/> Enhancement Request <input type="checkbox"/> Bug/Fix
*Initiated By:	Jeffrey Scherr
*Date Initiated:	10/18/2007
*Title/Name:	Not Accountable Asset Flag Addition
*Description: (Enter the general description of the enhancement request OR bug/fix)	ITA is requesting that we add an asset flag to the list of available flags to represent assets that are Not Accountable. An example of these types of assets are the furniture, and other assets that are usually not tracked, being used overseas. These assets are required to be tracked, but will not be included in reporting the total number of accountable assets. In order to accomodate this need, the best option is to create the Not Accountable flag.
*Current Impact: (Describe the impact that this bug or need for enhancement currently has on the system. Include significant impact descriptions for month end, or year end closing, etc)	<p>This will not impact the current system functionality. This is more of a process change than anything else. The users will need to be educated for when using the flag is appropriate. The main users for this flag will be the OIO users. In most cases, this will not be used among the United States users. An example of when it will be used is for the escape hoods in HCHB. In both situations, we need to make sure that the users are educated and that they do not use it incorrectly.</p> <p><input type="checkbox"/> Month End Closing Affected <input type="checkbox"/> Year End Closing Affected</p>
Analysis: (Include background information that is Sunflower specific to help identify the root of the problem)	Using this flag, a report can be created to exclude Not Accountable assets. These assets will still have barcodes or serial identifiers and will be tracked, but should not be included in the total number of assets required for physical inventory. When conducting a review campaign, a rule can be generated to exclude all assets with a specific flag. Similarly, a report can be generated to exclude all assets with a specific flag. This will allow ITA to exclude the escape hoods and the non-accountable assets overseas.
*Solution: (Describe the proposed solution for how to correct the bug or to achieve the enhancement)	A new asset flag will be created. Currently, the ones occupied are S (for Sensitive), F (for Funded), B (for Bulk), E (for Estimate), N (for Shared/Networked), U (for NOAA-Unsupported), and O/R (for Operational or Repair needed). To represent Not Accountable assets, I propose we use X. There are no other meaningful letters available for use since N and U are already taken.

Solution Impact: (Describe the end result impact that the change will make on the system)	This solution will accommodate the need of ITA to track serialized and barcoded assets, however if used incorrectly, a Property Custodian could set an asset's flag to Not Accountable when the asset is actually accountable. The flag by itself has little impact, but if the review campaigns are set to exclude this flag then that Property Custodian will not have to account for the assets they set incorrectly with this flag. In most cases if the user is not even aware of the flag or its impact, and the review campaign does not even use that rule then no problem will arise from the flag.
Backout Plan (if necessary): (Describe what will be done if the change does not work or effects the system negatively)	
Reference File and Revision Number: (Insert the file name and file path for the change script/code)	

*****Signature page follows*****

Insert any screen shots or code samples here. Use an additional page if necessary. For screen shots, save the screen shot as a .jpg, .bmp, .gif and insert it here using Insert --> Picture --> From File... and select the appropriate picture. Resize so it fits in the page blocks.

Sunflower Enterprise - Production 4.5.0.0 - 11/02/2007 (SA@osppsd3)

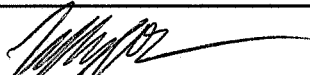
Exit Agree Contract Mgmt Sentry Finance Inactive Excess Review IT Components Admin Reports Functions Utility Window

Define Asset Flags - asad0110

Short Code	Full Name	Short Code	Full Name	Short Code	Full Name
S	SENSITIVE	1	S		SENSITIVE
F	FUNDED	2	F		FUNDED
B	BULK	3	B		BULK PURCHASE
E	ESTIMATE	4	E		DOCUMENTATION INCOMPLETE
N	SHARED	5	N		SHARED BY OTHER ASSETS (NETWORKED)
U	NOAA-UNSUP	6	U		UN-SUPPORTED ITEM-NOAA
O	NOTWORKIN	7	R	O	NOT OPERATIONAL IF FLAG IS SET
X	NOTACCOUN	8	X		NOT ACCOUNTABLE (COMMODITY ASSETS ONLY)

The above change request has been tested by the Department of Commerce.


*Affected Bureau Tester:		Date:	11/2/07
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Affected Bureau PMO: (not required for bug/fix)		Date:	11/2/07
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For multiple bureaus:			
*Affected Bureau Tester:		Date:	
Affected Bureau PMO: (not required for bug/fix)		Date:	

*Sunflower Helpdesk Support Provider:		Date:	
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Change Control Committee Approval? (not required for bug/fix)	<input checked="checked" type="checkbox"/> Yes	<input type="checkbox"/> No
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DOC PMO (not required for bug/fix)		Date:	11/14/07
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